

Clerical and Office Branch
Office Machine Operation Group
Word Processing Series

POLICE WORD PROCESSOR OPERATOR

12/85

Summary

Under general supervision, on assigned shift, takes, transcribes, prepares and stores a variety of report documents and police and citizen's reports; and performs related duties as required.

Typical Duties

Transcribes, organizes and composes complaints and/or reports of crimes taken telephonically; transcribes recorded statements and reports from police officers, witnesses and prisoners in police cases; transcribes correspondence and confidential reports from rough drafts, memoranda and other written, recorded material.

Proofreads work to assure accurate transcriptions; performs detailed checking and editing to assure proper spelling and grammar; selects and enters correct program sequences and commands; monitors printer and/or terminal for error signals, verification printouts, faulty output or stoppage.

Performs clerical work as assigned, suggests improvements to the application and word processing system; prepares reports and maintains records as required; uses discretion in divulging information in compliance with the Open Records Act.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. (completion of word processing training program desirable), and two years of progressively responsible clerical work experience including one year of experience in the operation of word processing equipment; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of office practices and procedures; good knowledge of English grammar, punctuation and spelling; good knowledge of the operation and function of word processing equipment; some knowledge of voice transcribing equipment.

Ability to obtain information from victims of crime; ability to communicate effectively; ability to make sound decisions; ability to enter detailed information accurately; ability to transcribe from recordings; ability to ask pertinent questions; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to prepare reports and maintain records; ability to type at fifty (50) words per minute; ability to work under stress.

Skill in the operation of word processing equipment.

Special Requirements: Perform rotating shift work; willing to work weekends and holidays.

Physical Requirements: Mobility within an office environment; must be able to hear voice recordings; sit for prolonged periods of time.

Director of Personnel

Department Head